

California Housing Finance Agency Job Opportunity

Housing Finance Associate (Single Family) Vacancy # 145

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| Salary Range | \$4255-5172 |
| Final File Date | Open until filled |
| Division | Homeownership Division, Loan Production Unit |
| Specific Location | 12 th & L, Downtown Sacramento |
| Tenure & Time base | Permanent & Full-time |
| Number of Positions | One |
| Questions? | Carol LiVecchi 916-327-5172 or clivecchi@calhfa.ca.gov California Relay Telephone Service for the Deaf of Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922. |
| Who Should Apply | Qualified candidates must have eligibility for State employment either by being in a reachable rank on an employment list for this classification, or by having transfer/reinstatement eligibility to this classification. Please state your eligibility for this vacancy in Section 12 of your application. SROA/Surplus/Reemployment status applicants should attach proof of this status to the application. |
| How to Apply | Submit a standard State application form (resume may be attached) to: Carol LiVecchi California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website at http://www.spb.ca.gov/employment/employment_app_adobe.htm or by contacting CalHFA. Note on the front of your application that you're applying for Vacancy #145, Housing Finance Associate (SF). |
| Duties | <p>Under the general supervision of the Housing Finance Officer (SF) in the Homeownership Program, the Housing Finance Associate (SF) reviews and approves loan files for compliance with tax act and Agency policy. Additionally, the Associate works the phone bank approximately 10-12 hours per week answering general calls from lenders, brokers, realtors, borrowers, staff, etc. Duties include:</p> <p><u>Essential Functions:</u></p> <p>40% Perform the tax-act compliance underwriting and approval for closing of single family mortgage loans for the Agency. Coordinate loan approvals with loan officers, underwriters, processors, mortgage insurers, localities, IT staff, servicing agents and warehouse banks. Recognize the credit worthiness of the borrower. Determine the borrower's compliance with Federal and State Regulations and Agency Policy. Recognize resale and/or inclusionary housing restrictions and/or liens affecting the property. Review legal documents for accuracy and completeness. Approve, suspend and/or reject loans subject to the final approving authority of the Compliance Review Lead.</p> <p>30% Perform phone bank work as the Agency's resource to lenders and borrowers for technical advice on Homeownership policies, issues, procedures, programs, loans, and mortgage insurance (including FHA, VA, USDA, and applicable private mortgage insurers). Explain home buying procedures, agency programs and policies, tax act compliance requirements, underwriting requirements, loan file submission/approval procedures, and purchase package submission and approval</p> |

Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed

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| <p><i>in public servants.</i></p> | <p>procedures.</p> <p>10% Review and approve loan purchase packages. Review Legal documents, i.e.: mortgage submission vouchers, promissory notes, deeds of trust, assignments of deeds of trust, MERS documents, HUD closing statements, buy down agreements, subordination agreements, refections, and reconveyances, etc for accuracy and completeness. Calculate loan fees and payments, i.e.: mortgage payments, escrow reserves for taxes, insurance, etc, origination fees, discount points, and out-of-pocket loan charges, etc.</p> <p><u>Marginal Functions:</u></p> <p>15% Sort and distribute faxes. Identify and route mail. Assist New Construction Loan Department with tracking of new subdivisions. Assist Special Programs Unit with review of special programs.</p> <p>5% Performs other duties as assigned.</p> |
| <p>3/20/2007</p> | |